

Creating a Professional Learning Community Using Ning

Step 2 - Signing up

1. Go to the Ning website at www.ning.com.
2. Click on the “Sign Up” link to begin to create your own social network.



3. Create a personal Ning ID by completing each of the following steps below (name, valid email address, password, birthday, code).

The screenshot shows the Ning sign-up form. On the left, there's a vertical sidebar with the Ning logo and a 'Sign Up' button. The main content area has the heading 'Great! First, Sign Up for a Ning account'. Below this, there's a form with fields for Name, Email Address, Password, Retype Password, Birthday, and a CAPTCHA. A blue arrow points from the 'Sign Up' button in the sidebar to the 'Sign Up' link in the top right corner of the form.

Ning

Sign Up
...or Sign In

Great! First, Sign Up for a Ning account

To create your new social network in a few easy steps, first sign up for a free Ning ID.
Already have a Ning ID? [Sign In](#).

Name

Email Address
You'll use this email to sign into any network on Ning.

Password

Retype Password

Birthday

Type the Code on the Right

By signing up, you agree to the [Terms of Service](#) and [Privacy Policy](#).

[Problems signing up?](#)

Sign Up

4. When you are done, click on the blue “Sign Up” link.

Creating a Professional Learning Community Using Ning

Step 3 – Creating a network

1. In the screen below, type in the name of the social network you want to create. The name of your social network can be anything you want.

The screenshot shows the Ning website's 'Create Your Own Social Network' page. A large blue arrow points from the first instruction to the 'Name Your Social Network' input field. Another blue arrow points from the second instruction to the 'Pick a Web Address' input field. A third blue arrow points from the third instruction to the 'CREATE' button. Below the form, the 'Ning Spotlight' section displays two featured networks: 'Inconvenient Youth' with 1889 members and 'Giada Network' with 2606 members.

Ning Search popular networks
Sign Up or Sign In / Popular Social Networks

Create Your Own Social Network for Anything

Name Your Social Network
For example, Paris Cyclists

Pick a Web Address .ning.com **CREATE**
At least 6 letters. For example, pariscyclists.ning.com

Ning Spotlight

Here are a few of the hundreds of thousands of social networks on Ning today...

1889 members
Inconvenient Youth
Created by Inconvenient Youth

2606 members
Giada Network
Official social network for Giada De Laurentiis. Created by Giada

2. Then type in the name of your web address. Ideally, you will want to create a web address similar to the name of your social network.

3. Ning requires your web address to be at least six letters long.

4. Click on the “CREATE” button when you are done.

Creating a Professional Learning Community Using Ning

Step 3 – Creating a network (cont.)

5. Fill in the basic information about the network you are creating. Determine your privacy settings, tagline, description, keywords, and preferred language.

Describe Your Social Network

[Launch!](#) or [Next](#)

Give everyone a reason to join your new social network. Want to make your network private or use a language other than English? Do that here too.

Network Name

Privacy

- ☒ **Public** – Anybody can see or join it
☐ **Private** – Only invited people can join and see it

Tagline

Appears in the header of your network

Description

Up to 140 characters (140 left)

Keywords

Separate each keyword with a comma

Language

[Next](#)

6. Click on the blue “Next” button when you are finished.

Creating a Professional Learning Community Using Ning

Step 4 – Adding network elements

1. Add the features you want to include on your social network page by clicking on any one of the listed Feature elements on the left and then dropping it into the Layout template on the right.



2. By clicking on the blue “View all features” link, you can see the full list of features Ning has to offer.

3. To remove a feature, click on the feature you want to remove and drag it to the “Drag Here to Remove Feature” drop box.

Creating a Professional Learning Community Using Ning

Step 5 - Customizing your network

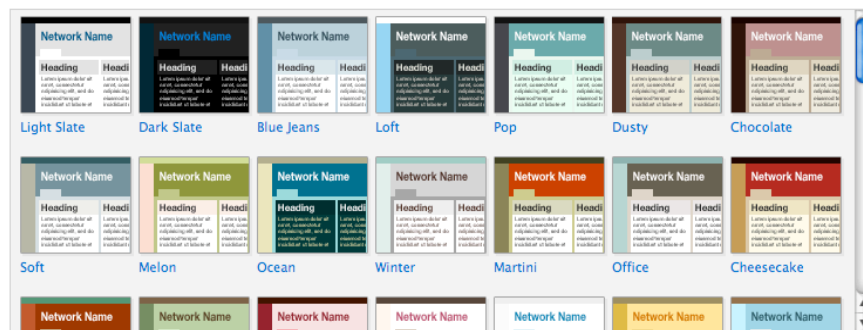
1. Ning allows you to further customize the appearance of your site by allowing you to adjust the color and text features of the site. Begin by choosing a theme.

Customize Appearance

Launch!

Make your new social network stand out from the crowd by choosing a theme and customizing it below.

First, choose a theme



Now, make it uniquely yours

2. After you have chosen your theme, you can continue to make adjustments to the color, text, and font size of your network. You can also add logos to your site from this menu. Simply click on the color choices and text options in each section.

Theme Settings [Advanced](#)

Fonts

Heading Font: Georgia AaBbCc

Body Text: Lucida Grande AaBbCc

Font Size: Default

Header, Footer & Sides

Network Name: [Color Selection]

Header Background: [Color Selection] [Image Selection]

Don't Repeat Image

To fill the header use an image 955 pixels wide

Add a Logo: NONE [Image Selection]

This image replaces the network name

Top Bar & Footer: [Color Selection] ☒ Show Ning Logo?

Sides: [Color Selection] [Image Selection]

Tile Image

Body & Content Area

Text Color: [Color Selection]

Link Color: [Color Selection]

Subheader Color: [Color Selection]

Subheader Background: [Color Selection]

Body Background: [Color Selection] [Image Selection]

Tile Image

Preview: Network Name, Main, My Page, Members, Page Title, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc scelerisque blandit dolor. Vestibulum ante ipsum primis in faucibus orci luctus.


Creating a Professional Learning Community Using Ning

Step 5 - Customizing your network (cont.)

3. Once you are done, click on the blue “Launch!” button in the bottom or top right of your screen.



4. As an additional level of security for your site, create a Master Key for any network you create or adminstrate on Ning. Make sure it is one you will easily be able to remember.



Create your new Master Key...

Your Master Key is separate and unique from your email address and password. You'll use your new Master Key for any network you create or administrate.

Choose Your Master Key

Must be at least 4 characters in length.

Confirm Your Master Key

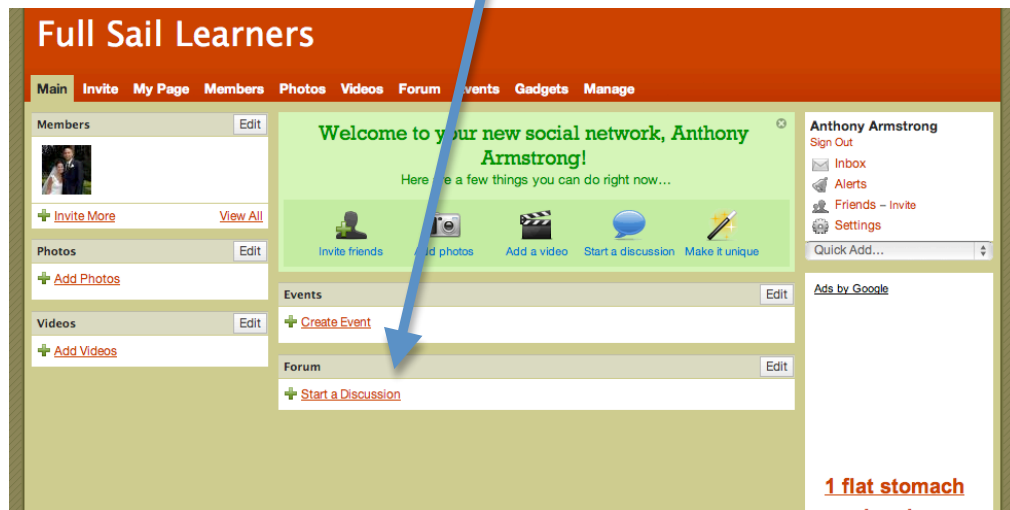
[Go!](#)

5. Click on the “Go!” link when you are finished.

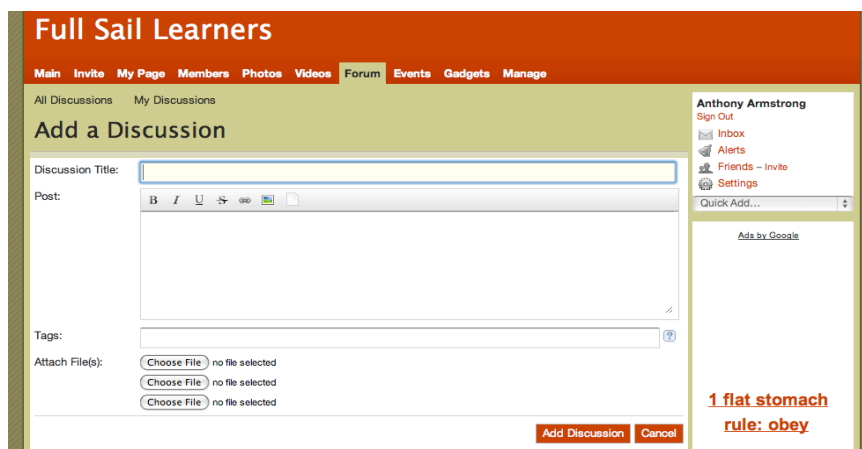
Creating a Professional Learning Community Using Ning

Step 6 – Forum Features

1. Using the forum feature, start a discussion. Begin by clicking the “Start a Discussion” link.



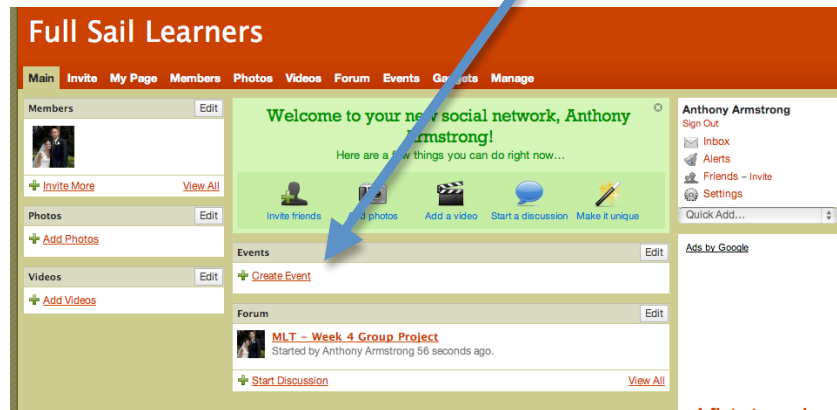
2. Next, enter the details of your discussion post. To upload a document from your computer, click on the “Choose File” button. Once you are satisfied with the contents of your discussion post, click “Add Discussion.”



Creating a Professional Learning Community Using Ning

Step 7 – Events feature

1. By utilizing the “Events” feature in Ning, you can post a reminder of an event for all of your social network members to see. Start by clicking the “Create Event” link.



2. Fill in the details of your event. You will need to include an image, description, event type, start time, location, and website link.

A screenshot of the 'Add an Event' form in Ning. The form is titled 'Add an Event' and has two steps: 'Step 1: Create an Event' and 'Step 2: Invite members'. The 'Event Information' section includes fields for Name, Event Image (with a 'NONE' button), Description (with a rich text editor), Event Type (with a dropdown menu), Start Time (with a date and time picker), End Time (with a time picker), and Location (with a text area). The 'Privacy' section has radio buttons for 'Public: Anyone can see and RSVP' (selected) and 'Private: Only invited people can RSVP', and checkboxes for 'Disable RSVP' and 'Hide Guest List'. The right sidebar shows the user's profile, 'Anthony Armstrong', with links for Sign Out, Inbox, Alerts, Friends + Invite, and Settings.

3. Click on the “Add Event” link when you are finished.

A screenshot of the 'Add Event' form in Ning, showing the 'Add Event' button. The form is titled 'Add Event' and has two steps: 'Step 1: Create an Event' and 'Step 2: Invite members'. The 'Event Information' section includes fields for Street, City/Town, Website or Map (with a dropdown menu), Phone, and Organized By (with a dropdown menu). The right sidebar shows the user's profile, 'Anthony Armstrong', with links for Sign Out, Inbox, Alerts, Friends + Invite, and Settings. A blue arrow points to the 'Add Event' button at the bottom right of the form.

Creating a Professional Learning Community Using Ning

Step 7 – Events feature (cont.)

- Next, you will be given the option to send an email invite to friends. This step is optional. By clicking on the “Skip →” link, you can proceed back to the Events feature page.



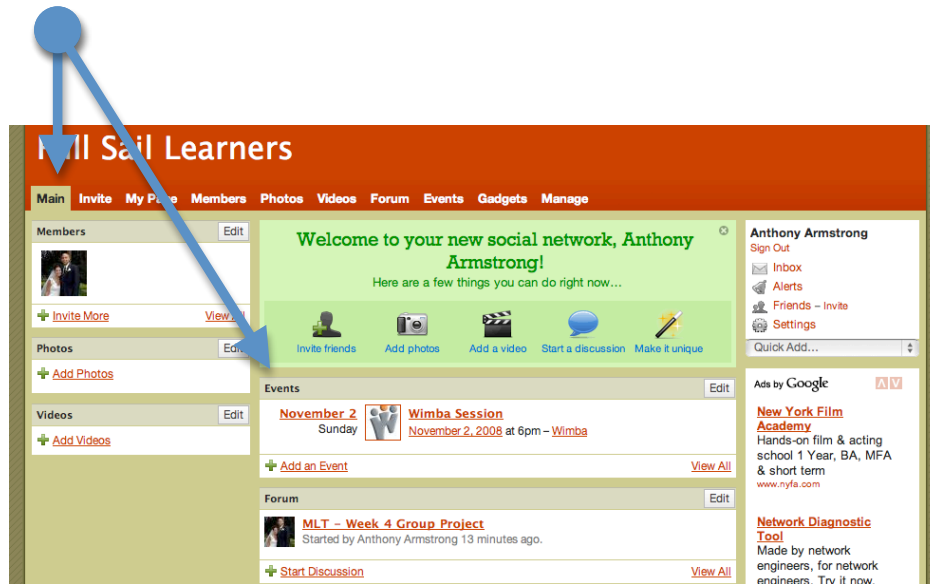
- When you have completed your Event posting, it should appear something similar to this on the events page.



Creating a Professional Learning Community Using Ning

Step 7 – Events feature (cont.)

6. The Event will also be visible on the Main page.



Creating a Professional Learning Community Using Ning

Step 8 – Photo and video features

Adding Photo(s)

1. To add photos, click on the “Add Photos” link.



2. Ning provides you with a number of options for importing photos to your social network site. If there are a number of photos you want to upload at once, choose the “Photo Bulk Uploader.” If you would prefer to upload photos individually, choose the “Simple Uploader.”

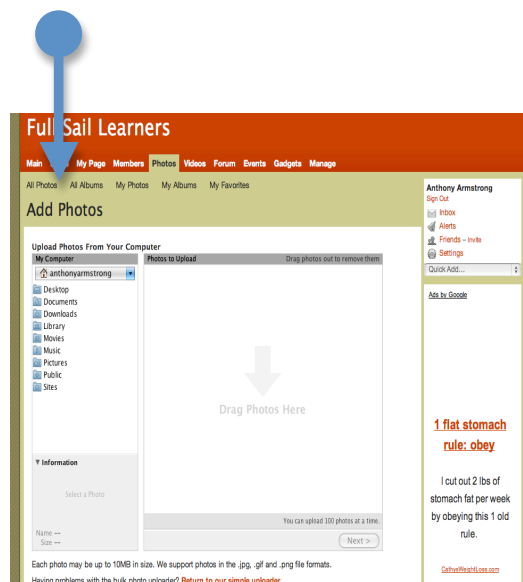
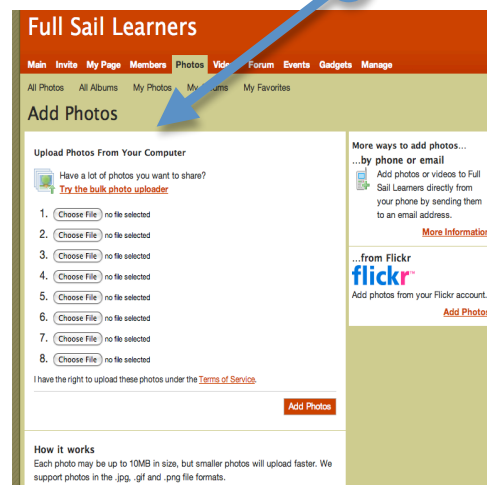


Photo Bulk Uploader

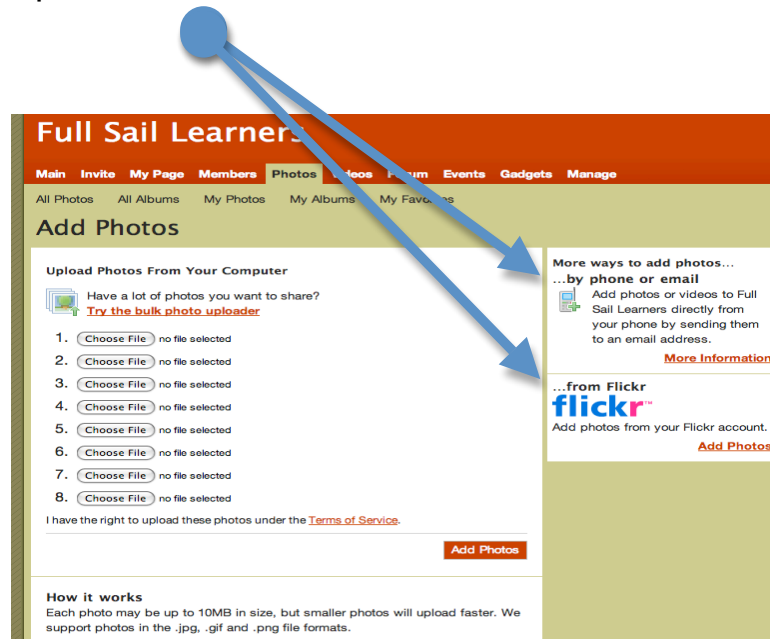


Simple Uploader

Creating a Professional Learning Community Using Ning

Step 8 – Photo and video features (cont.)

3. Ning also allows you to import photos from your Flickr account or from your phone or email.



4. Once your photo(s) have been imported, you will be given the option of adding a title, description, and other photo information. If you do not want to add anything to the photo, click on the “Skip this step” link on the right.

A screenshot of the 'Edit Photo' page in a Ning community. The page has a green header with the title 'Edit Photo'. Below the header, there is a text area for adding a title, description, and other information to the photos just uploaded. It says 'Everything is optional; if you don't want to add anything, just click "Skip this step" on the right.' There is a 'Skip this step »' link on the right. The main content area is divided into three columns. The left column shows a photo of a person in a field with a 'Rotate Photo' button below it. The middle column has a 'Title' field with 'Korea012' entered, a 'Description' text area, and a 'Tags' field. The right column has a 'Who can view this photo?' section with radio buttons for 'Anyone' (selected), 'Just My Friends', and 'Just Me'. Below this is a 'Location' field and a 'Map It' link. At the bottom right, there are 'Save' and 'Cancel' buttons. A blue circle with an arrow points from the top right of the page to the 'Skip this step »' link.

Creating a Professional Learning Community Using Ning

Step 8 – Photo and video features (cont.)

5. The uploaded photo(s) will now display on your Main page as a slideshow.



Adding Video



6. Adding video(s) is just as easy as adding photos. To begin, click on the “Add Videos” link.

7. Choose which method you want to use for uploading your video(s). You can choose the bulk video uploader, the simple uploader, your phone, email, YouTube, or Google.



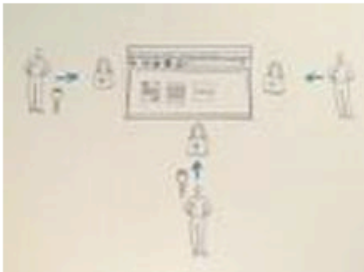
Creating a Professional Learning Community Using Ning

Step 8 – Photo and video features (cont.)

8. Once your video(s) have been imported, you will be given the option of adding a title, description, and other photo information. If you do not want to add anything to the photo, click on the “Save” link on the right.

Edit Video

Add a title, description, and other information to the video you just uploaded.



Title:

Description

Who can view this video?

☒ Anyone

☐ Just My Friends

☐ Just Me

Location

[Map It](#)

Tags:

[Save](#) [Cancel](#)

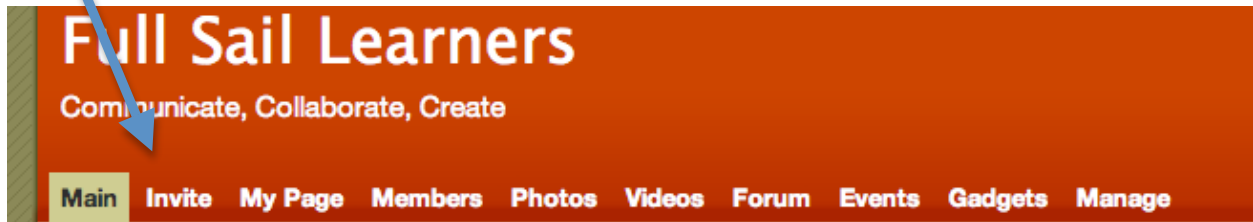
9. The uploaded video(s) will now be displayed on your Main page.



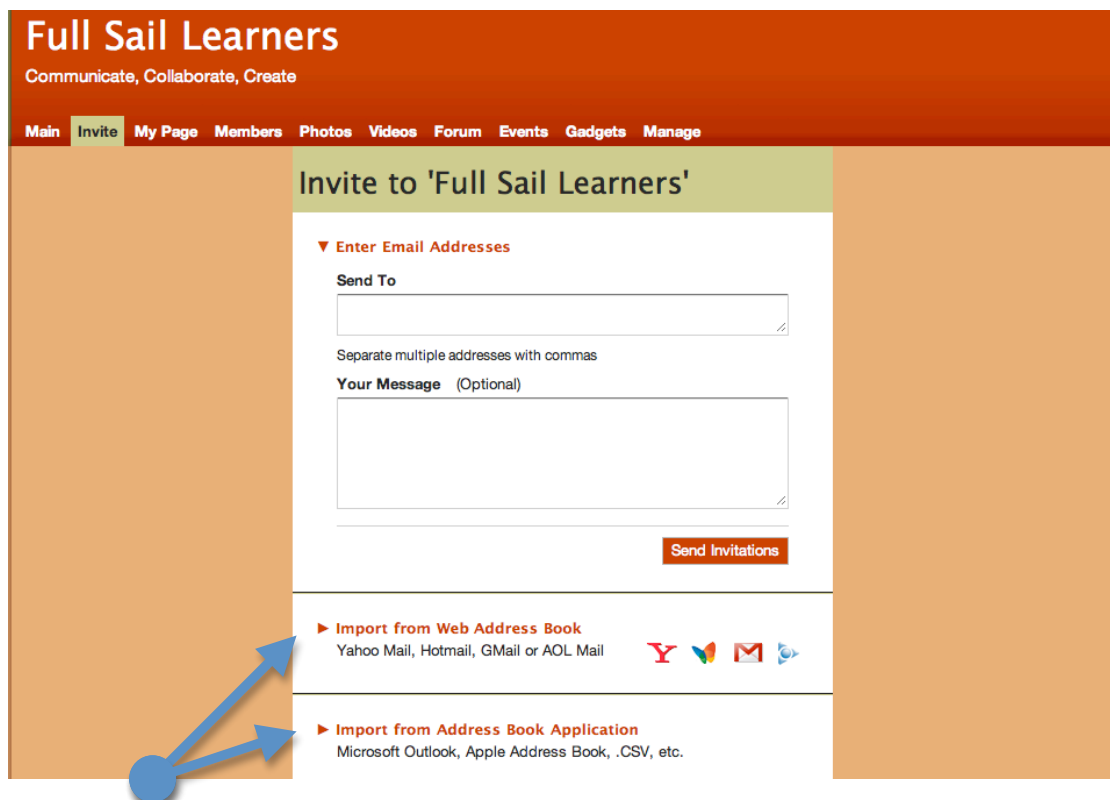
Creating a Professional Learning Community Using Ning

Step 9 – Invite friends

1. Now that your social network is set-up, the final step is to invite your fellow Full Sail colleagues to join. To do this, click on “Invite” tab on the Main page.



2. Next, enter the email addresses of the people you want to invite to your site and a brief message.



3. Ning makes it easy to import addresses from either your Web Address Book or from an Address Book Application on your computer.